

LISTING OF COURSE TOPICS BY KEY AREA, BASED ON USDA PROFESSIONAL STANDARDS TOPICS

www.fns.usda.gov/sites/default/files/cn/ps_learningtopics.pdf

KEY AREA 1: (1000) NUTRITION					
(1100) Menu Planning	(1200) Nutrition	(1300) General Nutrition			
(1110) USDA Nutrition Requirements	(1210) Nutrition Activities	(1310) Dietary Guidelines for Americans, MyPlate & School Nutrition			
(1120) Cycle Menus	(1210) Nutrition Activities	(1320) General Nutrition			
(1130) Local Foods – Farm to School	(1220) Classroom & Cafeteria Integration				
(1140) Standardized Recipes	(1230) School Gardens				
(1150) Menu Analysis					
(1160) Special Diets, Including Food Allergies					
(1170) USDA Foods					
KEY AREA 2: (2000) OPERATIONS					
(2100) Food Production	(2200) Serving Food	(2300) Cashier & Point of Service	(2400) Purchasing/ Procurement	(2500) Receiving & Storage	(2600) Food Safety & HACCP
(2110) Standardized Recipes	(2210) Portion Sizes/ Special Diets	(2310) Reimbursable Meals	(2410) Product Specifications	(2510) Inventory Management	(2610) HACCP
(2120) Food Production Records	(2220) Offer VS Serve	(2320) POS Financial Responsibility	(2420) Bid Solicitation & Evaluation	(2520) Receiving & Storage	(2620) Food Safety – General
(2130) Culinary Skills	(2230) Maintaining Food Quality & Appearance	(2330) Free or Reduced Identification	(2430) Purchase Food, Supplies & Equipment	(2530) Hold & Recall	(2630) Federal, State & Local Food Safety Regulations
(2140) Use & Care of Equipment	(2240) Serving Lines		(2440) Food & Supplies Orders		(2640) Food Safety Culture
(2150) CN Labeling, Crediting			(2450) Cooperative Purchasing Groups		
			(2460) Contracts with FS Management Co.		
KEY AREA 3: (3000) ADMINISTRATION					
(3100) Free & Reduced Price Meal Benefits	(3200) Program Management	(3300) Financial Management	(3400) Human Resources & Staff Training	(3500) Facilities & Equipment Planning	
(3110) Eligibility	(3210) Staff Management	(3310) Meal Counting, Claiming, Managing Funds	(3410) Human Resources Management	(3510) Facility & Equipment Planning	
(3120) Direct Certification	(3220) Standardized Operating Procedures	(3320) Compliance with Regulations/Policies	(3420) Policies & Procedures	(3520) Equipment Purchasing & Maintenance	
(3130) Community Eligibility (CE)	(3230) Healthy School Environment	(3330) Budgets	(3430) Training Plans & Tracking		
	(3240) Emergency Plans	(3340) Financial Analysis	(3440) Retention, Promotion & Recognition		
	(3250) Water, Energy & Waste	(3350) Pricing	(3450) Employee Health, Safety & Wellness		
	(3260) Administrative Review	(3360) Communicate Financial Information			
KEY AREA 4: (4000) COMMUNICATIONS & MARKETING					
(4100) Communications & Marketing					
(4110) Strategic & Marketing Plans					
(4120) Program Promotion					
(4130) Customer Service					
(4140) Communication Skills					
(4150) School & Community Communication					
(4160) Smarter Lunchrooms Techniques					